

SEARCH TEAM MANAGER

August 29, 2003

a. Position Description

The Search Team Manager is responsible for managing the search function of the Task Force and supervising the Canine Search Specialists and Technical Search Specialists. The Search Team Manager reports directly to the TFL.

The Search Team Manager is responsible for:

- Developing and implementing the search component of the Task Force Tactical Plan;
- Coordinating, managing, and supervising all reconnaissance activities;
- Adhering to all safety procedures;
- Determining search organizational and logistical needs;
- Receiving briefings and situation reports, and ensuring that all search personnel are kept informed of mission objectives and status changes;
- Providing situation updates and maintaining records and reports;
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel;
- Providing accountability, maintenance, and minor repairs for all issued equipment; and
- Performing additional tasks or duties, as assigned.

b. Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Search Team Managers in the DHS/FEMA US&R Response System. The intent of these requirements is to select functional managers, capable of effectively managing and supervising the search component, in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities.

Knowledge:

The Search Team Manager must:

- Possess an awareness of a broad range of disaster response organizations;
- Be knowledgeable about the development and use of integrated action planning concepts and processes;

- Have a general knowledge of search operations including search dogs, area sectoring, search patterns, victim location, marking techniques, search team organization and operating procedures;
- Be familiar with principles of building construction, how buildings may react in a collapsed situation and human scent movement through these structures;
- Be knowledgeable of basic canine health issues;
- Have an understanding of technical/electronic search device capabilities, limitations and procedures;
- Have an awareness of the hazards associated with the various disaster search environments;
- Be familiar with the structural features and conditions that contribute to a high probability of victim survival in a collapsed structure;
- Have completed training in basic rope techniques, equivalent to Rescue Systems 1;
- Have an understanding of canine search capabilities, limitations, and procedures;
- Have a basic knowledge of Rescue Specialist tools and abilities;
- Have knowledge of supervisory and personnel management skills;
- Have knowledge of US&R operations, strategy, and tactics; and
- Have practical knowledge of general search strategy and tactics.

Skills:

See general requirements.

Abilities:

The Search Team Manager must:

- Possess good interagency coordination skills and be able to work well with technical experts, local officials and other organizations;
- Have the ability to be flexible, improvise, share information, resolve conflicts, and solve problems;
- Be able to manage assigned personnel, specialized equipment, and support resources during a disaster situation; and
- Be able to effectively communicate orally and in writing.

c. Operational Checklist

The checklist is intended to be a general summary of actions. The purpose of this checklist is to define the duties and responsibilities of the Search Team Manager during mission operations. It should be understood that:

- Some required actions may not be listed, but must be identified and assumed by this position;
- Some actions may be the primary responsibility of another Task Force position, but may require assistance and coordination from this position; and
- The actions are listed in a general chronological order, but may necessitate deviation.

(1) Upon Activation/At Task Force Assembly Point:

- Brief assigned personnel;
- Meet with assigned personnel to determine if they are personally prepared, self-sufficient, and adequately equipped to perform their assignment;
- Ensure that all canines receive a thorough examination to determine their fitness and health;
- Ensure that reconnaissance equipment is ready and properly loaded;
- Identify any logistical requirements and initiate requests for needed personnel and equipment;
- Designate reconnaissance team for each operational period;
- Maintain the organizational structure and accountability of assigned personnel, throughout all phases of the mission; and
- Coordinate activities of the Search Team during the mission.

(2) At Point of Departure:

- Ensure that assigned personnel are adequately briefed and understand the following:
 - ◊ Individual and team performance expectations;
 - ◊ Team problem-solving processes; and
 - ◊ Methods for establishing and changing Task Force priorities; and
- In conjunction with the TFL, develop reconnaissance teams from Task Force roster.

(3) In Transit:

- Participate in Task Force briefings and planning meetings as needed.

(4) Arrival at Mobilization Center:

- Request availability of veterinarian services;
- Identify an area for canine relief and exercise;

- Work with logistics personnel to identify equipment that should receive priority for initial movement to the assigned area; and
- Supervise assigned personnel in departure to the assigned jurisdiction or the incident site.

(5) On-Site Operations:

- Coordinate with the Task Force Leader and other Team Managers to determine if one or multiple reconnaissance teams should be deployed, based on the results of the structural triage;
- Review proper structures/hazard evaluation and search assessment marking procedures with the reconnaissance team;
- Brief reconnaissance team on search strategy including canine, technical, physical search requirements and maintain a map of alerts and areas searched;
- Communicate reconnaissance team findings and recommend priorities to the TFL;
- Participate in development of Task Force IAP; and
- Provide periodic progress reports to the TFL of accomplishments or problems.

(6) Reassignment/Demobilization:

- Ensure that all assigned tools and equipment are inventoried, returned to the cache, and prepared for movement;
- Record any operational losses and potential maintenance requirements of tools and equipment;
- Submit personal notes and documentation to the Technical Information Specialist for After-Action Reports. This should include reviewing pertinent position descriptions and operational checklists and procedures for recommended changes; and
- Upon return, participate in the Task Force mission critique and Critical Incident Stress Debriefing.